

# UNITED FOR A STRONGER AMERICA

A Safe Workplace  
Is Everybody's  
Business



National Crime Prevention Council

**medeco**  
HIGH SECURITY LOCKS



## MISSION

## STATEMENT

*To enable people to create safer and more caring communities by addressing the causes of crime and violence and reducing the opportunities for crime to occur.*

The National Crime Prevention Council (NCPC) is a private, nonprofit tax-exempt [501(c)(3)] organization whose primary mission is to enable people to create safer and more caring communities by addressing the causes of crime and violence and reducing the opportunities for crime to occur. NCPC publishes books, kits of camera-ready program materials, posters, and informational and policy reports on a variety of crime prevention and community-building subjects. NCPC offers training, technical assistance, and a national focus for crime prevention: it acts as secretariat for the Crime Prevention Coalition of America, more than 4,000 national, federal, local, and state organizations committed to preventing crime. It hosts a number of Web sites that offer prevention tips to individuals, describe prevention practices for community building, and help anchor prevention policy into laws and budgets. It also operates demonstration programs in schools, neighborhoods, and entire jurisdictions and takes a major leadership role in youth crime prevention and youth service; it also administers the Center for Faith and Service. NCPC manages the McGruff "Take A Bite Out Of Crime" public service advertising campaign. NCPC is funded through a variety of government agencies, corporate and private foundations, and donations from private individuals.



This publication was made possible through a generous grant from Medeco. Medeco locks are made with pride in the U.S.A. For more than 30 years, Medeco has led the security industry in innovation and quality, guarding lives and assets at facilities worldwide, including U.S. government and military installations, both here and abroad, schools and universities, hospitals and banks, vending machines and parking meters, homes and offices, and much more.

Founded in 1968, Medeco is a market leader in locks and locking systems for security, safety, and control. The company's customer base includes wholesale and retail security providers, original equipment manufacturers, and institutional and industrial end-users.

Medeco is an ASSA ABLOY Group company. The ASSA ABLOY Group is the world's leading manufacturer and supplier of locking solutions, dedicated to satisfying end-user needs for security, safety and convenience.

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National Crime Prevention Council  
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The scenario drawings and checklists, request for safety and security audit, and both safety and security surveys can be downloaded from [www.ncpc.org](http://www.ncpc.org) or [www.medeco.com](http://www.medeco.com).

Also, copies of *United for a Stronger America—A Safe Workplace Is Everybody's Business Safety Tips* can be downloaded from both sites. Additional copies of this booklet, *United for a Stronger America—A Safe Workplace Is Everybody's Business Safety Tips*, and window decal can also be ordered by calling 800-627-2911.

# UNITED FOR A STRONGER AMERICA

**A Safe Workplace  
Is Everybody's  
Business**

Dear Crime Prevention Practitioner  
and Security Professional:

On September 11, 2001, our world was turned upside down. The day's horrors made us feel more vulnerable to crimes that were previously unimaginable. Workplaces in New York and Washington, DC, were assaulted, and this has had a profound effect on us all. A recent survey conducted by Wirthlin Worldwide for the National Crime Prevention Council (NCPC) indicates that, since the terrorist attacks, Americans feel less safe in the workplace.

Responding to this fear, and as part of homeland security efforts, NCPC and Medeco® Security Locks, Inc. have teamed up to present you with *United for a Stronger America—A Safe Workplace Is Everybody's Business*. This program accentuates the need for safe workplaces and emergency preparedness through easy to understand, ready-to-use materials, and provides you with invaluable information for partnering with businesses in your community.

Collaboration in this effort is critical on all levels. The nation's focal point for crime prevention, NCPC, and a leader in the security industry, Medeco®, have accepted the national challenge of helping teach Americans how to be safer at work. We can only answer this call with your help. Your expertise in both safety and security is essential in addressing the causes of crime and in reducing opportunities for it to occur. We have created *United for a Stronger America—A Safe Workplace Is Everybody's Business* to help you train businesses on ways they can take action to help themselves.

We look forward to hearing about your progress and thank you for providing such a valuable service to your community.

With every good wish,

John A. Calhoun  
President and CEO  
National Crime Prevention  
Council

Bob Cook  
President  
Medeco® Security Locks, Inc.

## Background

Business owners, employees, law enforcement, and community leaders all want to keep workplaces free from the fear and aftermath of crime and violence so that businesses can thrive. Businesses are one of the cornerstones of our communities; it is critical to address crime, fear of crime, and the perception of the opportunity for crime to occur that cause businesses to suffer low employee morale, decreased sales, and increased internal crime and fraud.

Most businesses already take some steps to prevent crime, whether it be protecting against internal theft and fraud, defending intellectual property, or safeguarding the facility. Now more than ever, businesses must work hard in their crime prevention efforts. As we learned on September 11th, prevention and preparedness are key to employee safety, both in the home and in the workplace.

By bringing together professional security providers, crime prevention specialists, and local business managers to share their knowledge and expertise, the *USA—A Safe Workplace Is Everybody's Business* program will provide a framework in which businesses can examine their safety and security measures, strengths and weaknesses, risks of becoming the victim of crime, and vulnerabilities during emergency situations.

Through this program, security providers and crime prevention specialists will provide businesses with both short-term practices and long-term policies that will help them achieve their workplace safety and preparedness goals. The results for businesses will include improved employee morale, safer workplaces, higher profits, and a better environment in which businesses can prosper. Because businesses do not operate in isolation, local communities surrounding them will benefit as well.

The *USA—A Safe Workplace Is Everybody's Business* program is focused on businesses with one to one hundred employees and ties into the USA Freedom Corps (created by the Bush Administration following September 11th) by engaging citizens in improving homeland security. Thus, the program will be local in focus but national in prominence.

## Working Together

Crime prevention is based on the tenet that partnerships that actively involve the local community and its residents are key in preventing crime. Together, Medeco® and NCPC have formed a national partnership to help businesses across the country take action in their communities to create safe work environments and to be prepared for emergencies.

The *USA—A Safe Workplace Is Everybody's Business* program encourages a partnership between locksmiths (because of their expertise in the physical protection of the workplace) and crime prevention practitioners (because of their behavioral expertise in crime in the workplace). Locksmiths also bring their knowledge of new and specific hardware along with their proficiency in keying and master keying and defeat methods. While crime prevention practitioners have up-to-date information on emergency preparedness, crime statistics, and specific problems in your area. Using the materials in this kit, these partners will team up with area business managers to work through various safety and security scenarios, conduct security audits, and train businesses in assessing their own vulnerability to crime. Ideally, at the end of the process,

businesses will request the assistance of crime prevention specialists to improve the security of America's workplaces.

We know you can host a program alone but each party brings unique aspects to the partnership that will only enhance the learning experience.

Here are some other important reasons you should partner:

- to build awareness for a safe workplace and emergency preparedness
- to benefit the community, businesses, and individuals involved
- to strengthen existing crime prevention efforts
- to help identify the crime risks in certain communities
- to eliminate the feeling of "selling" a product
- to bring to the table different resources.

## Find a Partner

Crime prevention practitioners or law enforcement representatives looking for a locksmith to partner with can contact a Medeco® locksmith by calling Medeco® Customer Service at 800-839-3157 for a referral to a locksmith(s) in their area or by visiting [www.medeco.com](http://www.medeco.com) and clicking on the dealer locator.

Locksmiths looking for a crime prevention practitioner to partner with can call NCPC at 202-466-6272 and ask for a member of the Crime Prevention Coalition staff, who can refer locksmiths to contacts in their state crime prevention associations. Locksmiths may also contact local police or sheriff's departments and request to speak with the crime prevention or community-policing officer.

Whoever initiates the contact should explain the *USA—A Safe Workplace Is Everybody's Business* program to the potential partner and invite him or her to join in hosting a training session for area businesses.

## Medeco® and Virginia Crime Prevention Train Police Officers To Think Like Thieves

Medeco® High Security Locks and the Virginia Crime Prevention Association have been partners since 1998 in training police officers and security professionals in security and locking systems. The partnership was formed as part of the Crime Prevention Specialist Certification for officers. The popularity of the program stems from the hands-on experience participants gain as well as thorough review and demonstrations of an array of locking systems. Participants are trained to think like thieves in order to know how security and locking systems are compromised and learn the best devices for protection. This training is available free to other state associations by calling Medeco at 800-839-3157.

## New York Businesses Connect With the Police To Reduce Crime and Violence

Increasing crime rates drove a group of New York business people to look for a way they could help the police reduce crime and violence. The result was Operation Interlock/Interwatch, a privately funded, police-supported radio communications network that has been combating crime in the borough of Manhattan and surrounding precincts. Participants—from businesses, apartment buildings, hospitals, museums, and schools—talk directly to New York police officers over their radio network. This system is able to bypass 9-1-1 and report crimes directly to the police radio dispatchers. Police have also used the network to ask for help in apprehending criminals by tracking suspects through the city. This cooperative arrangement has resulted in numerous arrests.

## Getting Started

- Together with your partner, read everything in the *USA—A Safe Workplace Is Everybody's Business* program kit and work through the scenarios so you can be familiar with them before using them in a training session.

### How To Choose a Locksmith?

When selecting a locksmith, you want to make sure that they are members of the Associated Locksmiths of America (ALOA). ALOA sets the certification standards for security service providers worldwide and is the administrator of the Proficiency Registration Program by which professionals in the industry are certified. By choosing a certified professional, you will know that you will be getting the most up-to-date security information available.

#### **RL is the designation for Registered Locksmith**

The RL has demonstrated proficiency in the security profession by means other than a written exam. An RL has a good working knowledge of general locksmithing.

#### **CRL is the designation for Certified Registered Locksmith**

The CRL has a good working knowledge of general locksmithing and has proven his educational preparation through a certification examination.

#### **CPL is the designation for Certified Professional Locksmith**

The CPL has earned the RL or CRL and has gone on to select and successfully demonstrate proficiency in an additional 12 elective categories. The locksmith has advanced knowledge of general locksmithing.

#### **CML is the highest level of ALOA's Proficiency Registration Program**

Certified Master Locksmith designates an individual who has successfully completed 90 percent of the available categories of the Proficiency Registration Program. This locksmith has advanced knowledge of most areas of locksmithing, physical and electronic security.

- Share what you know about crime rates and the strengths and weaknesses of security in the local business community.
- Make a list of information that you need, such as local crime statistics and names of area businesses that might be interested in the training. Discuss how you will get this information.
- Contact your local Chamber of Commerce to offer training to its members.
- Set a date when you and your partner will be back in touch to share the information you have gathered.

### Contact Area Businesses

- After surveying the community, share the information you've gathered with your partner. Highlight the problems you both believe are most urgent and identify businesses that may be interested in the training program.
- Set a time, date, and location for your training program.
- Obtain the current address, phone number, and name of the person within the organization who is responsible for security (if possible) for each business you plan to invite to a training session.

- Make contact with the businesses on your list by phone and/or by mail. If you decide to call, ask to speak with the person in charge of security. If you decide to do a mailing, use the sample letter to the right.
- Civic or business groups interested in this type of training may approach you about *United for a Stronger America—A Safe Workplace Is Everybody's Business*. Groups like the Lions Club or Kiwanis are ideal audiences for this type of training.

## Contact the Media

If you are planning to offer this training as an open session to all businesses in your community and to draw attention to the *USA—A Safe Workplace Is Everybody's Business* program in your community, you will need to contact media sources in your area. The Internet is a good resource for locating media sources, or you may be able to obtain a media directory at the local library. You can also contact the local Chamber of Commerce to see whether it is willing to make its own list available. Be sure to send out press releases to news media about two months, one month, and one week before the training, as time permits.

When you contact the local media, don't stop with the reporters who cover the news beats (crime, business, etc.). Consider contacting editorial page editors for possible op-ed pieces or letters to the editor about crime costs to businesses. Suggest feature stories that could run in local newspapers and magazines. Consider locally produced TV and radio talk shows, community

### SAMPLE LETTER TO SEND TO AREA BUSINESSES

Dear \_\_\_\_\_

On (date of training), (your organization) and (your partner's organization) are teaming up to provide a crime prevention and emergency preparedness training for businesses in your area. You are cordially invited to attend, free of charge.

This training will be conducted by a professional security provider and a crime prevention specialist, with the goal of helping your business create a safer environment for all employees. Through the *United for a Stronger America—A Safe Workplace Is Everybody's Business* program created by the National Crime Prevention Council (NCPC) and Medeco® Security Locks, Inc., you will learn, through scenario-based training, how to make your business safer. This interactive method of learning will be easily applied to real life experiences. You will receive easy-to-use materials that will help make workplaces safer and more prepared for emergencies.

The training will be offered at (time, date, location).

If you would like to participate in this training, please contact (name) at (phone and/or e-mail) for more information.

Sincerely,

newspapers, neighborhood weeklies, and business newsletters (e.g., local Chamber of Commerce newsletter). Invite the media to participate in the *USA—A Safe Workplace Is Everybody's Business* training. Invite the media to complete the Safety and Security Survey for their own facilities.

The local media are responsible for reporting stories of interest to residents in your community. Whatever you can do to play up the local appeal of your story will improve its chances of being covered by the media. Use local statistics about crime and the businesses in your area and inform the public about your partnership.

Write and send a press release approximately one month and again one week before the event. A sample press release has been provided for you. Develop and implement plans to follow up on the information you send out by making telephone calls. If you have a comprehensive media list, split the follow-up calls between you and your partner.

## Host Training for Businesses

- Introduce all participating parties and discuss the reasons for getting together.
- Explain that this training will be scenario-based, and that the goal for the group is 1) to identify safety and security issues for one or both scenarios that are positive and negative, and 2) to develop recommendations for improvement in terms of physical protection, personal safety, and emergency preparedness.
- Describe the two scenarios provided in the *USA—A Safe Workplace Is Everybody's Business* program kit. One scenario features an office interior and the other a retail outlet. Have the group decide which facility to focus on. You may want to do both.
- Hand out the visual aid (the aerial cut-away drawing) for the selected facility.
- Lead the group through a discussion of the safety and security practices that are pictured in the drawings. Use the check list on page 9 as a guide for your discussion. Invite participants to point out any problems that they see, and write them on a flip chart. Then invite participants to point out the good safety and security practices. Write those down as well. Look at such items as
  - door security
  - entrances and exits
  - parking and lighting
  - emergency preparedness
  - accessibility
  - fire safety
  - internal security
  - landscaping.
- Distribute “Safety and Security Survey in the Scenario” for businesses to complete.
- Lead the group in a discussion of how to improve the safety and security of the facility using the lists of “good” and “bad” safety and security practices you just created. For the purposes of this discussion, the crime prevention practitioner could address general safety and security issues, including the overall design of the parking lot and facility, and the locksmith could address such issues as the door and window hardware. Use the lists at the bottom of the illustrations to make sure all safety and security issues are addressed.



SAMPLE

## News Release

For Immediate Release:  
(DATE)

Contact: (Name)  
(Number)

\_\_\_\_\_ and \_\_\_\_\_ **Partner To Help Make Businesses Safer in (Name of Our Community)**

**(Your Organization Here)** and **(Your Partner Organization)** are teaming up to provide crime prevention and emergency preparedness training for businesses or civic associations in **(Our Community)**. Through the *United for a Stronger America—A Safe Workplace Is Everybody's Business* program created by the National Crime Prevention Council (NCPC) and Medeco® Security Locks, Inc., local businesses will receive easy-to-use materials that will help make our workplaces safer and more prepared for emergencies.

Participants in the free training program will learn, through scenario-based training, how to make their businesses safer. This interactive method of learning will be easily applied to real-life experiences.

“This program provides local businesses with practical, useful, timely information that will help make their workplaces better places to be,” said Bob Cook, Medeco® Security Locks president.

“Also, it is critical that local businesses become involved in homeland security efforts across the country to prepare citizens for emergencies and teach them ways to be safer,” said John Calhoun, NCPC’s CEO, about this new initiative.

If you would like to participate in one of these seminars, contact:  
**(Name)** at **(Phone and/or Email)** for more information.

NCPC, a national nonprofit organization, is the nation’s focal point and voice for crime prevention. You may recognize NCPC from its public service advertising campaign featuring McGruff the Crime Dog®. NCPC’s mission is to enable people to create safer and more caring communities by addressing the causes of crime and violence and reducing the opportunities for crime to occur.

Medeco®, an ASSA ABLOY Group company, is a market leader in locks and locking systems for security, safety, and control. Founded in 1968, Medeco® offers key control policies and procedures that are unrivaled in the industry—as well as U.L. 437 listed mechanical locking devices.

## Materials Needed

- ☐ Meeting space large enough to hold group
- ☐ Pens, pencils, writing pads
- ☐ Copies of each scenario for all participants
- ☐ Copies of Safety and Security Survey for all participants
- ☐ Copies of forms requesting crime prevention practitioner and locksmith to perform on-site business security check
- ☐ Flip charts to review safety and security recommendations
- ☐ Copies of *USA—A Safe Workplace Is Everybody's Business Safety Tips* booklet for all in attendance
- ☐ Refreshments

- Invite participants to discuss any issues that relate to their own workplaces.
- Tie in the discussion to homeland security and emergency preparedness. As part of this discussion, cover the following topics:
  - creating a company emergency plan
  - making sure employees know exit routes and evacuation plans for building
  - providing fire extinguishers, first aid kits, and individual preparedness kits
  - designating a meeting location for employees if the building is evacuated
  - creating emergency plans for workers who are disabled or require assistance.
- Distribute the “Safety and Security Survey in Your Business” and allow the participants time to fill this out for their own business.
- Distribute forms requesting an on-site security survey by crime prevention practitioner and locksmith.

- Distribute *United for a Stronger America—A Safe Workplace Is Everybody's Business Safety Tips* booklet for businesses to copy and give to their employees. Let them know the booklet is available on NCPC and Medeco's Web sites.
- Identify next steps for businesses, such as requesting a Safety and Security Survey\* by qualified personnel and starting a Business Watch program based on the Neighborhood Watch concept.

\*Once the on-site survey has been completed and the business has agreed to follow some of the recommendations, they should receive the pledge and sticker that supports the pledge. See pledge below.

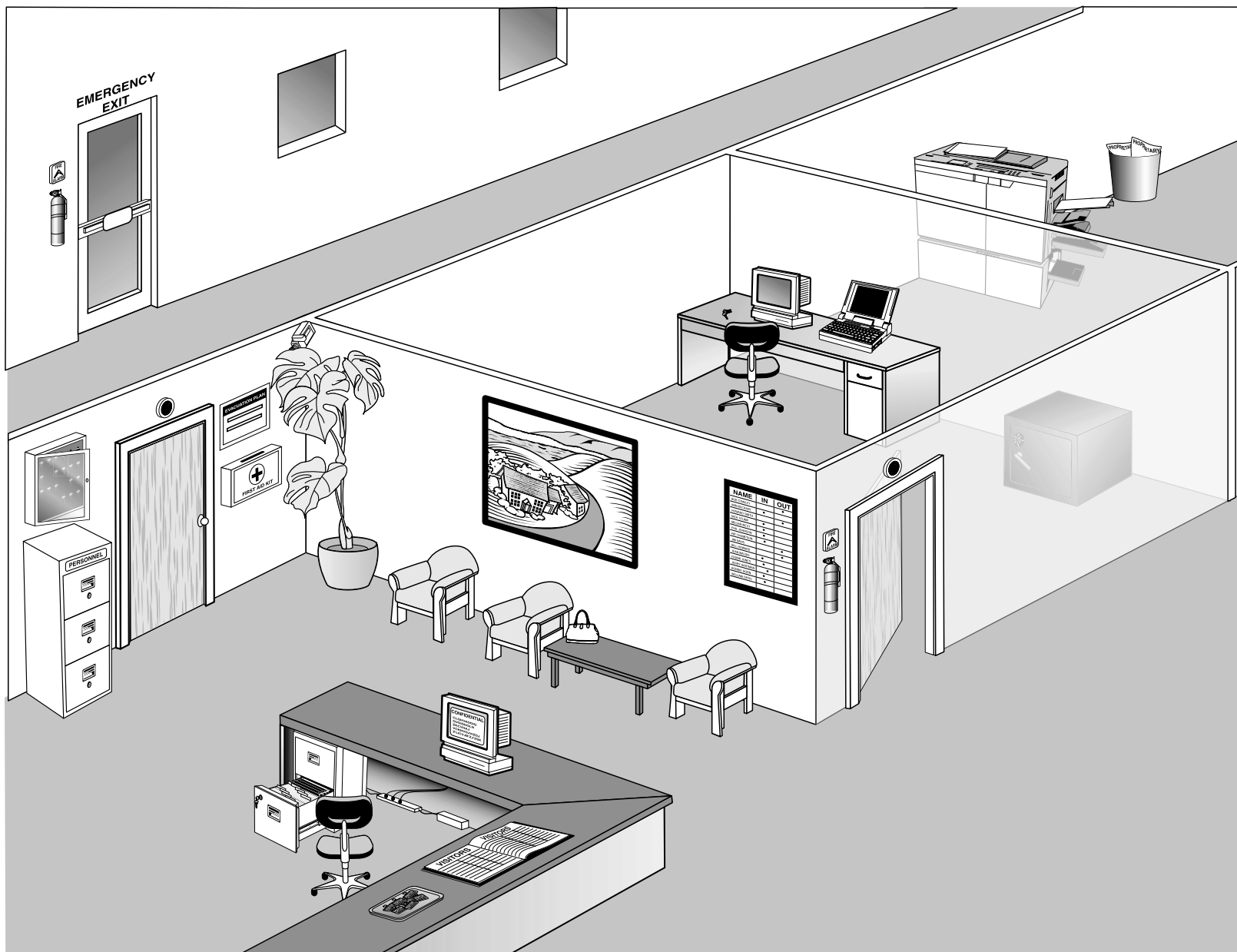
## Pledge

I have participated in *United for a Stronger America—A Safe Workplace Is Everybody's Business* and my business has had a security survey. I pledge to implement the safety, security, and emergency preparedness suggestions as a result of the survey.

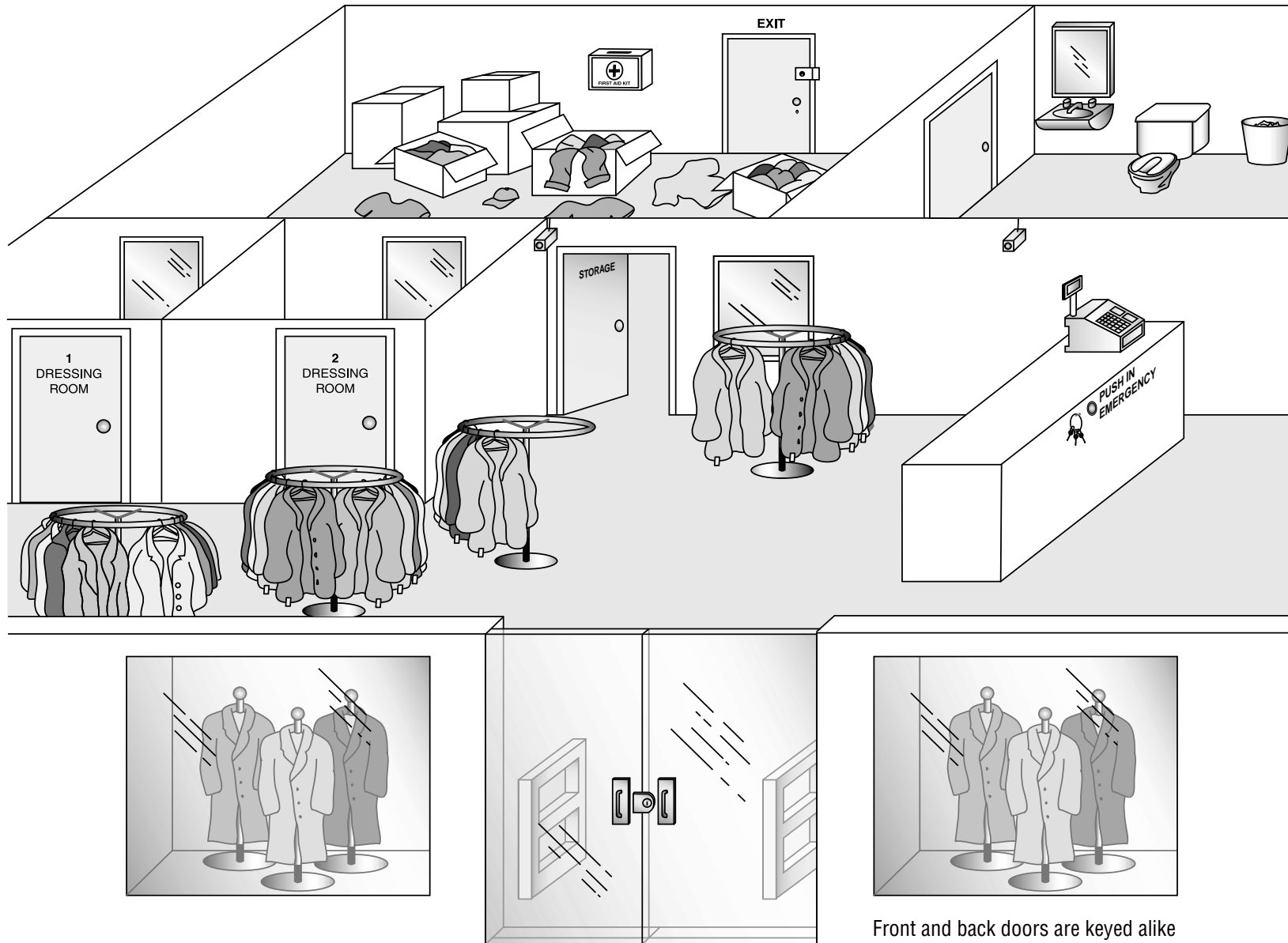
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Interior	Retail Store
<p><b>Visible Problems</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visitor badges on counter</li> <li><input type="checkbox"/> File cabinet with personnel records inadequately locked</li> <li><input type="checkbox"/> Safe closed but unlocked, no audit lock</li> <li><input type="checkbox"/> Confidential records improperly disposed of in trash can</li> <li><input type="checkbox"/> Confidential information on computer screen</li> <li><input type="checkbox"/> Purse left on table</li> <li><input type="checkbox"/> Keys hanging in file cabinet</li> <li><input type="checkbox"/> Keys left on desk</li> <li><input type="checkbox"/> Key cabinet controlled by receptionist and left unlocked</li> <li><input type="checkbox"/> Laptop left sitting on a desk</li> <li><input type="checkbox"/> No audit on time that employees enter or leave</li> <li><input type="checkbox"/> Security camera not properly located</li> </ul> <p><b>Good Things</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visitor sign-in book</li> <li><input type="checkbox"/> First-aid kit</li> <li><input type="checkbox"/> Employee in-out board</li> <li><input type="checkbox"/> Closed circuit TV</li> <li><input type="checkbox"/> Exits clearly marked</li> <li><input type="checkbox"/> Multiple fire extinguishers</li> <li><input type="checkbox"/> Evacuation plan posted</li> <li><input type="checkbox"/> Smoke detectors</li> <li><input type="checkbox"/> Surge protectors on computer</li> </ul>	<p><b>Visible Problems</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dressing rooms are unlocked</li> <li><input type="checkbox"/> Bathrooms need locks and should be visible from store area</li> <li><input type="checkbox"/> Cash register is located too far away from front door</li> <li><input type="checkbox"/> Keys are too accessible to both employees and customers</li> <li><input type="checkbox"/> Door between inventory and main room is unlocked</li> <li><input type="checkbox"/> Inventory is disorganized and unsystematic</li> <li><input type="checkbox"/> No fire extinguishers or emergency kits are in view</li> <li><input type="checkbox"/> All employees have 24 hour access</li> </ul> <p><b>Good Things</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An alarm system is used</li> <li><input type="checkbox"/> Panic button is located under the cash register</li> <li><input type="checkbox"/> Security cameras are located appropriately</li> <li><input type="checkbox"/> Front door is fully visible from throughout the store</li> <li><input type="checkbox"/> Deadbolt locks are used on all outside exit doors</li> <li><input type="checkbox"/> Anti-theft devices are in place on inventory</li> <li><input type="checkbox"/> Exit signs are clearly marked</li> </ul>



## Retail Store



Front and back doors are keyed alike with no other locking doors.

## Request for Safety and Security Audit

☐ Yes, I want to receive a free safety and security audit for my workplace.

NAME

TITLE

ORGANIZATION

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

E-MAIL

This information will be used solely for a safety and security check by a crime prevention specialist and a security professional.

## Safety and Security Survey in the Scenario

	YES	NO
<b>BUILDING PROTECTION</b>		
All doors have appropriate secure physical protection	<input type="checkbox"/>	<input type="checkbox"/>
Keys to all doors are monitored, audited, and protected against unauthorized duplication	<input type="checkbox"/>	<input type="checkbox"/>
Access to the building is controlled, allowing only authorized employees into working and inventory areas	<input type="checkbox"/>	<input type="checkbox"/>
The receptionist and or cashier has a method for tracking entrance of people to the building or store	<input type="checkbox"/>	<input type="checkbox"/>
Exits are clearly marked and hallways have battery-powered lighting to aid emergency exit conditions	<input type="checkbox"/>	<input type="checkbox"/>
Exiting of the building is easy and unobstructed, and automatic locking doors have proper emergency egress devices	<input type="checkbox"/>	<input type="checkbox"/>
<b>WORK AREA SAFETY AND SECURITY</b>		
File cabinets are adequately secured	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive customer or business information is stored or disposed of properly	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation plans are posted in highly visible locations and employees are aware of their responsibilities in an evacuation	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers, first aid kits, and emergency preparedness kits are readily available and the correct size/number for the facility	<input type="checkbox"/>	<input type="checkbox"/>
Keys and other personal items are always in a secure location	<input type="checkbox"/>	<input type="checkbox"/>
Computer equipment is protected from surges and has adequate battery backup protection	<input type="checkbox"/>	<input type="checkbox"/>
Fixed and portable computers are protected from theft	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detectors, fire alarms, and sprinkler systems are installed, working, and checked regularly	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive documents are not left on office desks or unattended computer screens	<input type="checkbox"/>	<input type="checkbox"/>
Cabinets storing keys are locked with appropriate level of protection	<input type="checkbox"/>	<input type="checkbox"/>
Inventory and storage rooms are properly secured	<input type="checkbox"/>	<input type="checkbox"/>
Safes are locked and provide an audit of entry	<input type="checkbox"/>	<input type="checkbox"/>
<b>AUDITING AND PROCEDURES</b>		
If a person exits the building with company property, the image will be available on stored video or an alarm will sound	<input type="checkbox"/>	<input type="checkbox"/>
Employee entry and exit time is stored for future retrieval	<input type="checkbox"/>	<input type="checkbox"/>
Controlled areas have locks or other devices that adequately track entrance and exit of people and materials	<input type="checkbox"/>	<input type="checkbox"/>
Visitors in office are properly identified	<input type="checkbox"/>	<input type="checkbox"/>

## Safety and Security Survey In Your Business

	YES	NO		YES	NO
<b>BUILDING PROTECTION</b>					
All doors have the appropriate secure physical protection	<input type="checkbox"/>	<input type="checkbox"/>	Sensitive documents are not left on office desks or unattended computer screens	<input type="checkbox"/>	<input type="checkbox"/>
Keys to all doors are monitored, audited, and protected against unauthorized duplication			Cabinets storing keys are locked with appropriate level of protection	<input type="checkbox"/>	<input type="checkbox"/>
The parking area is adequately lighted to deter crime	<input type="checkbox"/>	<input type="checkbox"/>	File cabinets with sensitive information are properly secured	<input type="checkbox"/>	<input type="checkbox"/>
Access to the building is controlled, allowing only authorized employees into the working areas	<input type="checkbox"/>	<input type="checkbox"/>	Safes are locked and provide an audit of entry	<input type="checkbox"/>	<input type="checkbox"/>
The receptionist has a method for tracking entrance of people to the building and takes this log outside during evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>	Employees are trained in evacuation procedures and various emergency response techniques. All hazards are identified and staff trained to properly react as front line responders.	<input type="checkbox"/>	<input type="checkbox"/>
Exits are clearly marked and hallways have battery-powered lighting to aid emergency exit conditions	<input type="checkbox"/>	<input type="checkbox"/>	Systems are in place to track physical assets and tools, software licenses, material safety data sheets, and chemicals and degradable materials.	<input type="checkbox"/>	<input type="checkbox"/>
Exiting of the building is easy and unobstructed, and automatic locking doors have proper emergency egress devices	<input type="checkbox"/>	<input type="checkbox"/>	Employment termination procedures manage revoking security privileges, changing door locks and codes, and retrieving keys, key cards, and other company property.	<input type="checkbox"/>	<input type="checkbox"/>
Computer rooms, phone switches/hubs, sprinkler valves, and other junctions are properly protected from unauthorized access and tampering	<input type="checkbox"/>	<input type="checkbox"/>	A disaster recovery plan exists that supports being able to conduct business after a catastrophic event, including people, data, and support infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>
Ground floor and other accessible windows are properly secured	<input type="checkbox"/>	<input type="checkbox"/>	Access to critical business information on the local computer or the network is password protected and securely administered	<input type="checkbox"/>	<input type="checkbox"/>
Exterior doors and frames are appropriate grade for application	<input type="checkbox"/>	<input type="checkbox"/>	Computer information systems are on a systematic virus protection program and all incoming files from the Internet or a disk are scanned.	<input type="checkbox"/>	<input type="checkbox"/>
Exterior landscaping is trimmed, offering no obstructed areas	<input type="checkbox"/>	<input type="checkbox"/>	Employee phone chain is established for rapid dissemination of information such as business closing or crisis	<input type="checkbox"/>	<input type="checkbox"/>
Extra building keys are in a secure location	<input type="checkbox"/>	<input type="checkbox"/>	A formal or informal business Business Watch program is in place and the phone numbers of neighboring businesses are readily available	<input type="checkbox"/>	<input type="checkbox"/>
<b>WORK AREA SAFETY AND SECURITY</b>					
Evacuation plans are posted in highly visible locations and employees are aware of their responsibilities in an evacuation	<input type="checkbox"/>	<input type="checkbox"/>	Emergency phone numbers are clearly posted by each phone	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers, first aid kits, and emergency preparedness kits are readily available and the correct size/number for the facility	<input type="checkbox"/>	<input type="checkbox"/>	<b>AUDITING AND PROCEDURES</b>		
Keys and other personal items are always in a secure location	<input type="checkbox"/>	<input type="checkbox"/>	The parking area is adequately lighted to allow for video taping for security	<input type="checkbox"/>	<input type="checkbox"/>
Computer equipment is protected from surges and has adequate battery backup protection.	<input type="checkbox"/>	<input type="checkbox"/>	If a person exits the building with company property, the image will be available on stored video	<input type="checkbox"/>	<input type="checkbox"/>
Fixed and portable computers are protected from theft	<input type="checkbox"/>	<input type="checkbox"/>	Employee entry and exit time is stored for future retrieval	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detectors, fire alarms, and sprinkler systems are installed, working, and checked regularly	<input type="checkbox"/>	<input type="checkbox"/>	Controlled areas have locks or other devices that adequately track entrance and exit of people and materials	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive customer or business information is stored or disposed of properly	<input type="checkbox"/>	<input type="checkbox"/>			



## Resources

### Safety and Security

**American Society for Industrial Security (ASIS)**

1625 Prince Street  
Alexandria, VA 22314-2818  
Phone: 703-519-6200  
Fax: 703-519-6299  
[www.asisonline.org](http://www.asisonline.org)

**Associated Locksmiths of America, Inc. (ALOA)**

3003 Live Oak Street  
Dallas, TX 75204  
Phone: 214-827-1701  
Fax: 214-827-1810  
[www.aloa.org](http://www.aloa.org)

**Crime Stoppers International (CSI)**

PO Box 614  
Arlington, TX 76004-0614  
Phone: 800-245-0009 or 817-446-6253  
Fax: 817-446-6253  
[www.c-s-i.org](http://www.c-s-i.org)

**Federal Bureau of Investigation**

J. Edgar Hoover Building  
935 Pennsylvania Avenue, NW  
Washington, DC 20535  
Phone: 202-324-3000  
[www.fbi.gov](http://www.fbi.gov)

**International Association of Chiefs of Police**

515 North Washington Street  
Alexandria, VA 22314  
Phone: 703-836-6767 or 800-THE-IACP  
Fax: 703-836-4543  
[www.theiacp.org](http://www.theiacp.org)

**Medeco® Security Locks, Inc.**

PO Box 3075  
3625 Allegheny Drive  
Salem, VA 24153-0330  
Phone: 540-380-5000 or 1-800-675-7558  
Fax: 540-380-5010  
[www.medeco.com](http://www.medeco.com)

**McGruff House Program**

66 East Cleveland Avenue  
Salt Lake City, UT 84115-5328  
Phone: 801-486-8768  
Fax: 801-486-8815  
[www.mcgruffhouse-truck.org](http://www.mcgruffhouse-truck.org)

**National Crime Prevention Council**

1000 Connecticut Avenue, NW, Thirteenth Floor  
Washington, DC 20036-5325  
Phone: 202-466-6272  
Fax: 202-296-1356  
[www.ncpc.org](http://www.ncpc.org)

**National Sheriffs' Association**

1450 Duke Street  
Alexandria, VA, 22314-3490  
Phone: 703-836-7827  
Fax: 703-683-6541  
[www.sheriffs.org](http://www.sheriffs.org)

**Operation Safe America**

2480 Sandy Plains Road  
Marietta, GA 30066  
Phone: 770-218-0071  
Fax: 770-218-3032  
[www.safeamerica.org](http://www.safeamerica.org)

**Security Industry Association**

635 Slaters Lane, Suite 110  
Alexandria, VA 22314-1177  
Phone: 703-683-0392  
Fax: 703-683-2469  
[www.securitygateway.com](http://www.securitygateway.com)

**Emergency Preparedness****American Red Cross**

National Headquarters  
430 17th Street, NW  
Washington, DC 20006  
Phone: 800-435-7669  
[www.redcross.org](http://www.redcross.org)

**Centers for Disease Control and Prevention**

1400 I Street, NW, Suite 1125  
Washington, DC 20005  
Phone: 800-394-1945  
Fax: 202-872-0923  
[www.cdc.gov](http://www.cdc.gov)

**Federal Emergency Management Agency**

500 C Street, SW  
Washington, DC 20472  
Phone: 202-566-1600  
[www.fema.gov](http://www.fema.gov)  
[www.fema.gov/kids](http://www.fema.gov/kids)

**Victim Services****National Center for Victims of Crime**

2000 M Street, Suite 480  
Washington, DC 20036  
Phone: 202-467-8700  
Fax: 202-467-8701  
[www.ncvc.org](http://www.ncvc.org)

**National Organization for Victims Assistance**

1730 Park Road, NW  
Washington, DC 20010  
Phone: 202-232-6682  
Fax: 202-462-2255  
[www.try-nova.org](http://www.try-nova.org)

**Office for Victims of Crime**

U.S. Department of Justice  
810 Seventh Street, NW  
Washington, DC 20531  
[www.usdoj.gov/ovc](http://www.usdoj.gov/ovc)

**Other****The USA Freedom Corps**

1600 Pennsylvania Avenue, NW  
Washington, DC 20500  
Phone: 877-USA-CORPS  
[www.freedomcorp.gov](http://www.freedomcorp.gov)

**Citizen Corps**

[www.citizencorps.gov](http://www.citizencorps.gov)

**Bureau of Justice Assistance**

U.S. Department of Justice  
810 Seventh Street, NW  
Washington, DC 20531  
Phone: 202-616-6500  
Fax: 202-305-1367  
[www.usdoj.gov/bja/](http://www.usdoj.gov/bja/)

**Office of Juvenile Justice and  
Delinquency Prevention**

U.S. Department of Justice  
810 Seventh Street, NW  
Washington, DC 20531  
Phone: 202-307-5911  
Fax: 202-307-2093  
[www.usdoj.gov/ojjdp/](http://www.usdoj.gov/ojjdp/)

**National Institute of Justice**

U.S. Department of Justice  
810 Seventh Street, NW  
Washington, DC 20531  
Phone: 202-307-2942  
Fax: 202-307-6934  
[www.usdoj.gov/nij/](http://www.usdoj.gov/nij/)

**Bureau of Justice Statistics**

U.S. Department of Justice  
810 Seventh Street, NW  
Washington, DC 20531  
Phone: 202-307-0765  
Fax: 202-307-5846  
[www.usdoj.gov/bjs/](http://www.usdoj.gov/bjs/)





**National Crime Prevention Council**

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Thirteenth Floor

Washington, DC 20036-5325

202-466-6272

[www.ncpc.org](http://www.ncpc.org)

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